**HUMAN RESOURCE
MANAGEMENT DIRECTORATE**

JDRP-HR   13 January 2003

MEMORANDUM FOR Activities Serviced by Headquarters, Department of the Army (HQDA) Civilian Personnel Advisory Center (CPAC) (Formerly Personnel and Employment Service-Washington)

SUBJECT: RPA Direct -- Submission of Requests for Personnel Action (RPA) to the Northeast Civilian Personnel Operations Center (NECPOC)

1. Reference my memorandum of 3 January 2003, subject: Request for Personnel Action (RPA) Direct—Effective 6 January 2003.

2. As we continue to grow with the new process of RPA Direct, it has come to our attention that a correction/update is necessary. In order to forward RPAs to the appropriate in-box at the NECPOC, activities should submit to the following in-box configuration:

XYZ-4HT(SMART)00/COPD

Your designated SMART consists of the 4 letters assigned to your organization and should be entered without the parentheses. An example of the appropriate in-box configuration is as follows:

XYZ-4HTPESW00/COPD

3. Your servicing specialist is available to assist you in configuring and/or finding the appropriate in-box and routing your RPAs. Thank you for your patience and understanding during this transitional period.

Sherri Vauls Ward
Director